

FSC-71-B

ROU Brief - 4/15/98

For: AVP/RSM/RBM/ROM/KAM/AM/DM/RM/AE/MC/PC/PRC/SC

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RETAIL

➔ WINSTON Decal Mailing

(Contact: Lori O'Connor, #3019)

- WINSTON is mailing two decals "No ID, No Smokes, No Bull" to all retail stores (with the exception of supermarkets) with a volume of over 75 CPW.
- Decals should begin arriving the week of 4/27/98.
- Objective of this program is to provide retailers with signage showing they ID all smokers.
- Residual quantities of decals can be ordered on 5/4/98, Item #543965, for use in supermarkets.

SYSTEMS

➔ State of Ohio - Direct Account

Compliance (RE: J-9-J)

(Contact: Anne Cullip, #1401)

- All Managers responsible for direct accounts in Ohio or who ship product into Ohio should:
 - Submit the "Manufacturer's Offer - \$X.XX off a carton" info to appear on RJR check stub.
 - Information should be clearly defined on the voucher request form that Coordinator uses to request TPS payment.
- Coordinators should input info in TPS section that says "Description to be printed on bottom of check stub."

➔ "Zip Drive" for Notebook Computer

(Contact: Chris Minner, #1642)

- What is a Zip Drive? A zip drive is an external device that is similar to the floppy disk that is connected to the back of your computer.
 - Zip drive is connected to the parallel port (where the printer is connected) and each zip drive diskette can store almost 70 times the information that a floppy disk can.
 - Reduces the 30 to 40 diskettes needed for backup to one zip drive disk making the backup process very simple and fast.
- Since the rollout of the new notebook computers, the hotline has received many calls from managers re: Installation and use of 'zip drives' they have purchased on their own.
 - To avoid confusion, sales is establishing a standard zip drive that will be supported with instructions and hotline help.
- Standard zip drive is: IOMEGA ZIP 100 External Parallel Port - Item #10012
 - Cost for this unit ranges from \$140-\$150.
- Diskettes needed for the zip drive: IOMEGA ZIP PC 100MB 3-pack disk Item #10021
 - Cost for diskettes range from \$45-\$50.
- If another zip drive has been purchased, we recommend you return it and purchase the standard unit.
- The hotline will only support this model.

No contact 4/29

➔ Communication Status Report

(Contact: Chris Minner, #1642)

- A new communication status report has been developed that will provide notebook communication information for each sales and retail rep.
 - Report will automatically be generated and e-mailed to each division and retail manager beginning Monday, April 20, 1998.
 - Intent of report is to provide Field management with a means to monitor communication activity to the host computer in Winston-Salem. Format of report is:
 - Last Communication Date
 - Last Communication Time
 - Name of the Sales/Retail Rep
 - Node/E-mail Address
 - Territory
- If DM/RM does not receive report, make sure the manager name is updated in a management territory (Territory 60-69) under Print Reports.

OTHER

➔ "We Card" Order Form in F3Fill

(Contact: Carolyn Brinkley, #5888)

- "We Card" Materials Order Form available in F3Fill
 - Click on "Field Sales Forms"
 - Click on "Order Forms"
 - Click on "Misc. & Tracing"
 - Click on "We Card" Form
- E-mail form to Carolyn G. Brinkley or FAX to (336) 741-5607.

51859 0864

To: Noonan, R, Alessandra, C, Ridge, Robert, Burrows, Robert, Smith, Richard A., Cote, Raymond A., Leonard, John M., Norris, Chuck H., Sheft, S N., Macleod, Stephen, Beard, R L., Steele, Robert R., Coslett, Job H., Page, Cynthia, Eckardt, Diane C., Salerno, Joseph S., Sheltra, Marlowe, Close, Scott P., Bain, Georgia A., Tisinger, Michael D., Haskin, Susan J., Huntoon, Lynne D., Howard, M S., Orlando, Joseph J., Neaf, D M., Morris, M E., Levenstein, Howard S., Davignon, Barry A., Thompson, Timothy J., Clary, Nancy A., Miller, D S., Whiting, James R., Patterson, David P., Davis, Robert J., CHICCARELLI, John J., Doak, Donna L., Smith, P E., Pianowski, Robert J., Wallon, Laura J.

From: 1610 - Buffalo ROU (BRZEZIE)

Posted: 4/20/98 9:36

Opened: 4/27/98 12:14

Subject: FWRD: ROU Brief (4/15/98)

forwarding the following - a copy will be sent to all RR's in this week's mailing....

===== <Forwarded Letter> =====

From: Davis, Carla C.

To: 1610

Subject: ROU Brief (4/15/98)

Posted: 04/17/98 16:16

Priority: Normal Priority

Microsoft Mail v3.0 (MAPI 1.0 Transport) IPM.Microsoft Mail.Note

From: Davis, Carla C.

To: 1000 - North East Sales Area

1100 - Boston Region

1110 - Boston ROU

1140 - Boston Chain

1200 - New York Region

1210 - New York ROU

1240 - New Jersey Chain

1244 - New York Chain

1300 - Philadelphia Region

1310 - Philadelphia ROU

1340 - Philadelphia Chain

1600 - Buffalo Region

1610 - Buffalo ROU

1642 - Syracuse Chain

1645 - Buffalo Chain

1700 - Pittsburgh Region

1710 - Pittsburgh ROU

1740 - Pittsburgh Chain

1742 - Harrisburg Chain

1744 - Cleveland Chain

1800 - Cincinnati Region

1810 - Cincinnati ROU

1840 - Cincinnati Chain

1842 - Louisville Chain

1844 - Columbus Chain

1846 - Indianapolis Chain

Albers, Gary <KAM> 1846

Alessandra, Cheryl <AM> 1645

Battle, Herbert <AM> 1642

Belniak, Mike <KAM> 1140

Bomgardner, Denny L. <KAM> 1340

Burke, Helen <AM> 1142

Casabella, Terry <AM> 1842

Coleman, Brian <KAM> 1744

Divito, Patrick <AM> 1740

Dobrowolski, R E. <ROM> 1710

Duszynski, Renee <KAM> 1645

Evanchik, Audrey E. <AM> 1240

Fitzin, Thomas J. <RBM> 1100

Fricke, R. H. <AM> 1340

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Subject: ROU Brief (4/15/98)

Date: 1998-04-17 16:16

Priority: 3

Message ID: 1592C4FF62D5D111A4F400805FE66D93

Conversation ID: ROU Brief (4/15/98)

Attachments:

FSC71B.DOC

[[FSC71B.DOC : 5155 ln FSC71B.DOC]]

CC: MacWilliams, Lori

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